

Information Needed by Heart & Hands Christian Preschool

_____ **Health Appraisal Form: (Green Form)** This needs to be filled out by your doctor (or nurse) yearly to ensure that immunizations are up to date and that we are aware of any health concerns for your child. Please be sure the parent section is signed by you, the immunization section by a nurse/doctor and the back of the form by your health professional. Often you can drop it off at the doctor's office and pick it up in 48 hrs.

_____ **Kalamazoo DHS Form: (Central Registry) (Yellow Form)** Fill out 1 page for each person that might participate in our co-op program (mom, dad, grandma, etc.) If you need additional forms, you may pick them up at the parent meeting. This form is a check to be sure that no one who will be in the classroom is on the DHS Central Registry. This form is good for two years. If you believe you already have one on file, check with preschool staff. **An enlarged photo copy of a driver's license or photo ID is required for each person filling out the form.**

_____ **Statement of Criminal Conviction: (Blue Form)** There are two entries on the form in your packet. Complete the information for each person who wishes to participate regularly in the classroom. If you need additional forms, you may pick them up at the parent meeting.

_____ **Child Information Record (Paper): (White Form)** This also is a state form and is kept on record in case of any emergencies. It is 2-sided. **Every blank must be filled in with a word. No "n/a", "-," or blanks are allowed. You may fill in "unknown" or "unavailable" if necessary.**

_____ **Photo Release & Walking Field Trip Release (Purple Form)**

_____ **Licensing Handbook (White Form)** This form is required through by our licensing bureau. You are welcome to look at the licensing manual at any time. It is posted in the preschool hallway.

_____ **All About Me** This is to help facilitate building relationships at the beginning of the year.

_____ **Family Photo** A collection of family photos will be in a binder for the children to view. They can be very helpful when children are missing their parents especially at the beginning of the year. Turn in a printed photo or email me a picture at heartandhands@vicksburgumc.org and I will get it printed.

_____ **Tuition – September and May are due together by the first day of preschool. Make checks payable to VUMC.**